

The Department of Finance

... is accepting applications for session eleven of the **Fiscal Managers Seminar**. This seminar will address fiscal subjects identified in a recent survey of fiscal officers and managers, include recent changes in fiscal policy, and incorporate specific fiscal issues in response to questions submitted on the enrollment application.

General Overviews

Presented by:

- DOF Budgets
- Office of State Audits & Evaluations
- CALSTARS
- Fiscal Systems and Consulting Unit

This seminar is offered to Accounting, Budget, and Auditing managers and above. Seminar reservations are permitted only with completed applications. Admission may be limited to two enrollees per department if the number of applicants exceeds space availability. Applications may be submitted by facsimile. However, applicants who have not submitted the \$100 fee by February 23, 2005 will forfeit their seminar reservations. Enrolled applicants will receive a confirmation letter approximately one week before the seminar.

Seminar Outline

Budget Process and Timetable

- Relationship of Accounting and Budgeting
- Budget Timetable
- Expenditure Authorization Controls
- Budget Instructions
- Internet/Fiscal Information for Agencies
- Baseline Budgets
- Budget Change Proposals
- Budget Documentation
- Fund Condition Statements
- Budget Act
- Finance Letters
- May Revision
- Drills
- Bill Analysis
- Hot Topics

California State Accounting & Reporting System (CALSTARS)

- Background
- Functionality
- Operations and Maintenance
- Interfaces with Other Systems
- Reports and Reporting Processes

Auditing

- Overview of Office of State Audits & Evaluations
- Internal Controls
- Make Yourself "Audit Proof"
- Single Audit Act
- Revolving Fund Deficiency Claims

Fiscal Systems & Consulting Unit

- Uniform Codes Manual
- State Administrative Manual
- Cash Management Improvement Act
- Federal Trust Fund
- Prorata/SWCAP
- Late Payment Penalties
- Special Deposit Fund Accounts

When: March 15, 2005

Where: Department of Finance
Training Facility
(Redwood Room)
915 L Street

Time: 8:00 a.m. to 4:30 p.m.

Cost: \$100.00
Due by February 23, 2005

Information:

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